Chair: Yvonne Wilson (UCI)
Recorder: Kathy Stroud (UCD)
Attendees: Kris Kasianovitz (UCLA), Yvonne Wilson (UCI), Julia Gelfand (UCI),
Megan Dreger (UCSD), Mike Smith (UCSD), Cynthia Jahns (UCSC), Tracey
Hughes (UCSD), Kathy Stroud (UCD), Wendie Helms (UCR), Mary
Larsgaard (UCSB), Julie Sweetkind-Singer (Stanford)

1) Welcome & Host Announcements

Attendees introduced themselves.

2) Agenda Review

Agenda approved as is. Any additional items can be covered in Round Robin

3) Review and Acceptance of Minutes from December 11, 2006 at UCSD

Minutes approved pending following changes: Gail Yokote is the representative to CDC, not JSC; Megan Dreger and Jonnie Hargis are spelled correctly.

Actions: Kathy Stroud will incorporate changes and forward them to the list. Cynthia Jahns will post them on the web site.

4) Collaborative Cartographic Materials Collection Development Agreement among the Libraries at Stanford University and the University of California – revision due July 1, 2007

Mary Larsgaard led a discussion of the agreement. She had made a few grammatical changes and changed the dates. The group decided to leave the reference to the "Brief Guidelines for Collaborative Collection Development and Management among the University of California Libraries" in the document. It was agreed that the phrase “timely fashion” did not need clarification and it was dependant on each campus’s workload and resources. The revisions were approved, pending incorporating corrections to the AULs and their titles.

Actions:
1. Mary will update the list of AUL signers based on input from the group and resend the agreement Monday.
2. Mary will send email with a sample request for concurrence and sample reply.
3. Each of us will individually forward the agreement to our appropriate AULs and request they concur via email.

5) UC/Stanford Primary Collecting Responsibilities

This document can be changed/updated any time, so we do not have a July 1 deadline. When a Campus needs to make a change in their stated map collecting responsibilities, they should notify the other campuses. For this round of updates, the draft will be mailed in sequence to each campus. Each campus will make appropriate changes and forward it to the next. The sequence will be:

Irvine – no changes
Santa Cruz - July 2 – July 16
Stanford - July 16 – July 30
Berkeley - July 30 – August 15
Santa Barbara - August 15 – August 27
Riverside - August 27 – September 10
San Diego - September 10 – September 24
Davis - Sept 24 – Oct 8

Mike Smith will be the San Diego contact.

Since UCLA won’t have a map librarian after July 1, its collecting policy will be considered status quo until there is someone in place, at which time it can be updated by that person.

The introduction to the Primary Collecting Responsibilities (referred to as the conspectus) will be updated by each campus at the same time they update the collecting responsibilities document. Things each institution should consider adding to their section are digital collections policies, atlases, processing information, and weeding policies.

Actions:
1. Mary will send the most recent call number breakdown of collection responsibilities to Cynthia Jahns, UCSC to edit.
2. Mary will send out the most recent draft of the introduction/conspectus to each campus.
3. The designated person will edit only their campus’s section of the introduction/conspectus and return it to Mary when they are finished editing their portion of the collecting responsibilities document.
4. Mary will collate the final document and send to Cynthia for posting at the UC/Stanford Map Libraries site.

6) Standardized Non-LCSH Subject Headings for Electronic Resources
Cartographic Materials (ERCM)
Mary discussed the draft proposal document. The group agreed with her recommendation to basically adopt and extend UCLA’s current practices for cataloging ERCM. We will use the 655 field to enter appropriate terms from a list that will be maintained on our website. This list of terms will be for carrier (e.g., online, CD, DVD, hard drive) and content (e.g., raster, vector, electronic atlas). Terms should be words that patrons are likely to use when searching the catalog. We will maintain the list along with a record of when we began using each term and if we cease using it. Necessary scope notes for the terms will also be maintained. This cataloging procedure will be advisory, not mandatory for each campus. We do not expect retrospective changes to be made to existing cataloging records. The object is to develop a uniform practice among the UCs.

**Actions:**

1. Mary will make alphabetical list of terms and send it to the group for comment.
2. Mary will draft the proposal titled “Proposal for Standardizing Subject Headings for Electronic Cartographic Resources” and forward it to the rest of the group.
3. The group will comment on it by July 19.
4. All will discuss the proposal with their head of cataloging, Government Documents reference librarians, Data Services reference librarians, and other appropriate persons in their library to solicit input on the proposal and the list of terms.
5. All will share feedback from catalogers with UC/SMLG so that we can make collective responses as appropriate.

**7) New Acquisitions**

Tracey Hughes discussed the potential purchase of the Maritime Boundaries database. The vendor is open to multiple campus access. The price appears to be about $1500. It was agreed that this would be a good test for ironing out shared purchases of geospatial data. Some of the issues that will need to be addressed in the contract are:

- Is the data owned or leased?
- Is it current data only?
- Will we have access to previous versions of the data?
- May we archive the data?
- Will it be online?
- IP access or password?
- How many simultaneous users?

Tracey will pursue this acquisition and keep us posted. Due to the relative low price, this may not be handled as a CDL tier 2 purchase.

**8) JSC Nominations**

The call for consortia purchases will go out in mid July. Typically we’ll hear back on proposals the following April. Our group hasn’t submitted any proposals recently. We should compete if we have databases we want to acquire.
9) Sanborn Update

Julie Sweetkind-Singer is in talks with Colleen Cahill at the Library of Congress. The difficulty is how to get the money transferred to LC so they can do the work. Stanford is able to make a $10,000 donation to LC in exchange for a portion of the work which will be done as a pilot project. UCLA has $30,000 earmarked for the project, but there does not appear to be a mechanism to get that money to LC Geography and Maps Division to do the work. The UCs are unable to easily make donations. Julie is looking for a way for Stanford to “resell” the product from the pilot to UCs; then Stanford can donate that money to LC in exchange for additional work.

Once we acquire the scans, they will need metadata and we will need a way to serve them to the public. Things to consider in serving the images up:

- Don’t want to loose control of images
- Don’t want solely Stanford or UC branding (all participants should get credit)

Suggestions put forward for future consideration concerning creating metadata and serving up images

- Cooperative metadata creation
- Programming to automatically generate metadata from headers, etc.
- ARTStor
- LSTA or ILMS grant for developing web interface
- UCSB could host tiffs & JPEGs (with warning)
- We may want to consider mirror sites
- Calisphere host
- ContentDM
- CDL hosts
- UCSD Supercomputing Center might develop & host with ILMS grant

Actions:

1. Julie will continue to work with the Library of Congress to get the pilot project going with Stanford’s contribution.
2. Julie will work with Stanford accounting personnel to see if they can find a way to utilize UC funds to continue work after the pilot project.
3. Julie will contact CSU Northridge to ask whether they are scanning CA Sanborn Maps, and if we should coordinate with them on our project.

10) Scanning of USGS Topographic Maps

Mitch Adelson at USGS Menlo Park has spreadsheet of maps scanned by Menlo Park. These are maps scanned on demand and they have not been submitted to the National Database. Mary forwarded the spreadsheet to the rest of the group. Julie has copy of the National Database of scanned USGS maps (http://infotrek.er.usgs.gov/pls/htmldb/f?p=182:1:1569756492354137). The National
Database is looking for additional scans to be submitted. The standards are 400 dpi. Julie mentioned that a Stanford faculty member was looking for map scanning. They contacted Wisconsin Geography Department and were told they would scan provided maps. It is also possible that LC’s USGS topo maps are being scanned.

**Actions:**

1. Mary will get in touch with Greg Allord, project manager of the topographic scanning project by USGS and University of Wisconsin-Madison concerning scanning CA topographic maps and ask if there is a CA group he’s working with.
2. Mary will report back to group.

**11) Working with Interns & Volunteers**

Yvonne led an informative discussion of campuses’ experiences with interns and volunteers, with a focus on San Jose and Fullerton Library School Students. Most reported positive experiences. A brief summary is below:

1. It’s a good commitment for librarians to train future librarians
2. Consider developing a list of projects ahead of time
3. The interview process is important. Treat it like a job interview. Make sure the job matches what the person wants.
4. You will need a good job description that outlines expectations, clearly defined boundaries, and goals
5. Set a firm schedule
6. Match the internship to the person
7. If you are taking-on a library school student, discuss what their Department expects of them to get credit. Is a report from the student needed at the end? Do you need to prepare an evaluation?
8. Talk to your full-time staff and explain to them the importance of working with and training map library interns
9. Train the intern on the basic tasks in the map room (e.g., filing, processing in, reading index maps, etc.)
10. In addition to having the intern work on a “Big Project, ” introduce them to the workings of an academic library (technical services, Special Collections, invite to meetings, meet with other staff members, review student training manual, shadow reference)
11. Decide whether you want interns/student workers to do public service such as keeping an eye on the desk when there is low traffic. If they are working in a public area, outline the extent to which they should answer questions (e.g., directional, procedural) and when they should refer the patron and to whom. Many library interns want reference experience, but it is often difficult to provide them with this based on time frames, etc.
12. Have them attend library offered instruction classes
13. The intern will need a work area and a place to put personal items
14. Coordinate with personnel. They will need a position description to make sure the intern/volunteer is covered by workman’s compensation, etc.
15. Coordinate with IT if necessary to set up computer access, temporary email, etc.
16. It is an investment of time in training and working with intern.
17. A project requires planning and oversight time from you. If you don’t have time to do this, reconsider taking on an intern or volunteer.

Sources of Interns & Volunteers:
- Post specific internship on SJLS internship Board
- Contacted by library school student (often distance MLIS programs)
- Paid internship (advertise on campus, for example, GIS Assistants)
- High School Student Volunteers
- Community Service Persons

Example Tasks
- GIS Data Inventory
- Identify which nautical charts are cataloged
- Cataloging maps
- Inventory collection of maps from a surveyor & create database
- Create a database of electronic media, what platform it runs on, and if it still works

12) Conference update

ESRI Education User Conference (June 16 – 19, 2007) and International Users Conference (June 18 – 22, 2007) in San Diego
ALA June 23 – 26, 2007 in Washington, DC
WAML October 24 - 27 in Denver directly preceding the Geological Society of America’s 2007 Annual Meeting October 28 – 31, 2007 in Denver

13) Next Chair

The 2007/2008 chair of UC/SMLG will be Wendie Helms from UC Riverside. UCLA will be skipped in this rotation. The next meeting will be at UCSB December 17, 2007. Irvine has volunteered to host June or July, 2008 scheduled around ALA in Anaheim.

Cynthia Jahns has served has the Chair of the UC Map Bibliographers Group (a separate office from the chair of UC/SMLG) for several years. She proposed that we make it a three year term. Mike Smith (UCSD) volunteered to serve in this office for the next three years.

Actions:
1. Notify Gail Yokote, Lucia Snowhill, and Wendy Palfry that Mike is our new bibliographers chair.
2. List the office on the UC/SMLG website.
14) Round Robin

Irvine – News from UCI focuses on new search committees and new hires.

UCI new librarians hired since June 2006

Sarchet, Pat - Medical Education Librarian
Bock, Anne - Education and Outreach (instruction) and Women Studies Research Librarian
Tomren, Holly - Electronic Resources Cataloger
Zhang, Ying - East Asian Librarian
Ferry, Kristine - Business/Management Research Librarian
Williams, Brian - Criminology and Law Research Librarian
Kathryn Kjaer - Academic Librarian Coordinator
Powell, Keith - Head of Acquisitions
Andrews, Kristin - French Research Librarian
Peterman, Dana - Education Research Librarian
Light, Michelle - Special Collections Librarian
Sellar, Melanie - Education and Outreach Librarian
Johnson, Bob - Nursing Research Librarian
Galbraith, James - Head of Collection Development

Coming in July:
Rebecca Imamoto - History Research Librarian
Deborah Sunday - AUL for Administrative Services (incl. Human Resources)

There is a continuing search for a Director of Information Technology. The searches for a new Head of Science Library Reference (head of Langson Library Reference is assigned to both reference departments temporarily) and Research Librarians for Visual and Performing Arts are currently dormant. Upcoming searches are for Research Librarians for Math, Physics and Astronomy and a Web Services person. There are two June 30 retirements: Anne Frank - Southeast Asian Archives and Judy Kaufman - AUL for Administrative Services

UCLA – There are many retirements, including David Deckelbaum. Cynthia Shelton retired but is back on recall. UCLA has formed a Digital Collection Services Department, the head of which has a JD. The head of the department works on scholarly communications issues and has 3 staff persons. Technical Services for the Libraries has been consolidated into one location and the workflows are still evolving.

David Deckelbaum is retiring June 30. Kris Kasianovitz is the interim contact with the map bibliographers. They hope to fill David’s position. It will be advertised as one position for both maps and GIS. There is a growing research need for data visualization
in the social sciences and humanities as well as engineering. An architect has been hired to revamp the library floor that the map collection is located on. Kris Kasianovitz has the contact information for Judy Chao at the LA County Assessor’s Office. Kris will talk to UCLA Library administration to find out if she can investigate taking on the old LA County Assessor’s map collection that the county is looking to dispose of.

**Merced** – Eric Scott from Merced has been added to the UC/SMLG. He reported (via email) that in addition to holding a BA in geography, he worked in the map library at UCLA for 5 years (’90-’95) and coordinated most of the cataloging of that collection as well as the merger with the gov docs collection. UC Merced doesn’t really have a map collection and is a digital only FDLP library. Based on his experience and expertise, Eric wears both the maps and gov docs hats at Merced.

**Riverside** – The Library is undertaking a study to develop a Library Facilities Master Plan and to envision the future of Libraries for the next 10 years. Riverside has several new staff members including Barbara Schader, Patricia Smith-Hunt (Preservation Services), Manuel Urrizola (Cataloging), Chuck Wilson (Special Collections), Gwido Zlatkes (Special Collections), Christina Cicchetti (Reference) and Vince Novoa (Head of Access Services).

The Map Collection is experiencing a high turnover rate with their GIS students. Many outside consultants use the map library. Classes with weekly map assignments also use the collection.

Riverside is investigating purchasing or leasing a large format scanner. They are considering things such as life cycle, quality of scanning, amount of cleaning and calibration needed, and technical support. It was noted that standard lights can come out of calibration more frequently than LEDs, but LEDs can’t do as high quality scanning.

**UCSB** – Recent hires include a new biological sciences librarian and a metadata librarian. The metadata librarian is in the Tech Services Department but is on loan to MIL for 2/3 time. UCSB’s interviews for a new UL are completed, but there is no word on the results. The NDIIPP contract is ending, but an 18 month extension is expected to run Oct 1, 2007 to April 2009.

**UCSD** – San Diego will be hosting the Fall 2008 WAML meeting. They are working with Muriel and hope to be able to have it in Balboa Park. There is a new State and Local Documents Librarian, Annelise Sklar. Tracey Hughes is participating in the ALA Emerging Leaders Program. As an Emerging Leader, she is required to participate in a committee. She is thinking of working with the Education Committee and is interested in promoting good internships. She is also looking at a data organization project in the GIS lab.
**UCSC** – The new AUL for Collection Services is Robin Dale. They are interviewing for an AUL for Public Services. UCSC is also recruiting for a temporary (1 year) science librarian. Fred Yeungling, Interim Head of the Science & Engineering Library is retiring. The library will recruit a Head of the Science and Engineering Library once there is a new AUL for Public Services. Cynthia’s part time map assistant position is vacant.

**Stanford** – There is a new AUL for Sciences, Bob Schwartweiler. The Engineering Library has two openings that will be coming up. The Earth Sciences Library has a new GIS manager Mindy Syfert who has a masters and a bachelors in geography combined with a remote sensing and land use background. Stanford is seeing a lot of demand for GIS in the social sciences, political sciences, and humanities, which are new areas for GIS for them.

Stanford has subscribed to the SimplyMap product, an online GIS product with census data. Back files can be purchased with block level data.

There was a Mellon grant funded GIS project on campus that was aimed at “simulating history.” Many maps from the library collection were scanned. The scans were then turned into 3D renderings which were used for WW II battle simulations. The library now has 9,000 map scans, each file name is the call # of map. Currently there is no mechanism for making these scans available to the public.

Stanford and UCSB are in the final phases of negotiations for NDIIPP phase II. NDIIPP has produced 3 collection development policies: an overall policy, a Stanford specific policy, and a UCSB specific policy. They may be accessed at the National Geospatial Data Archive (http://www.ngda.org/index.php). Julie will be presenting on the NDIIPP project to the Library of Congress June 25. Mary Larsgaard will be presenting on the project to four interested committees at ALA, and there will be an upcoming article in Geoscapes.

Stanford is still moving maps off-site. They have sent 50,000 maps to remote storage and need to send 50,000 more. The project is going well. Julie is receiving de-accessioned maps from UCSB and having them cataloged and sent to storage. She has weeding and de-duping projects planned for this summer.

**UCD** – Helen Henry joined UCD in March as the Associate University Librarian for Administrative Services. Linda Kennedy is still Head of Access Services and Head of Government Information & Maps. The search for a new Head of Access Services is on hold. John Tanno, AUL Technical Services, retired in December. The search for a new AUL of Technical Services is on hold. Gail Yokote is AUL of Sciences and Technical Services. Keir Reavie is the new Head of Biological/Agricultural Sciences Department in the Library and Meredith Saba has been hired as Biological and Agricultural Sciences Librarian and starts July 9. Bruce Abbott is a new Instruction/Reference/Outreach Librarian at Carlson Health Sciences Library. The UC Davis Libraries are currently
advertising for two open positions, an Instruction/Reference Librarian and a Health Sciences Reference, Instruction and Outreach Librarian. The Map Room is operating smoothly and there are no major changes.